

Date Approved/ Disapproved	PD	Fire	Planning	Parks	Health

Office Use Only



CITY OF SUGAR LAND

SPECIAL EVENTS / PARADE APPLICATION

1. Applicant Name: _____

Home Address: _____

Telephone Number: _____

Email: Address: _____

Address Permit can be mailed to: _____

2. If the special event is proposed to be conducted for, on behalf of, or by an organization, list the name, address, and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.

Organization: _____

Address: _____

Telephone Number: _____

Head of Organization: _____

3. Date of Event: _____

Address/ location being requested: _____

4. The special event will assemble at the location of _____

at _____: _____ (a.m./p.m.). The special event will require set up time at _____ a.m./p.m.)

5. The special event will begin at _____: _____ (a.m./p.m.) and will terminate on or before

_____: _____ (a.m./p.m.).

6. The special event will consist of approximately _____ persons, _____ animals, and _____ vehicles. Type of animals, if any _____ . Type of vehicles, if any or being requested? _____ (fire truck or police car)?
7. Will the event occupy all or a portion of the width of the streets to be traversed? ****PLEASE NOTE: The applicant will be required to contact surrounding HOA's or POA's of the event. (attach *LEGIBLE* map)** _____.
8. Purpose of special event. _____.
9. Will you be serving food?: _____.
10. Additional comments or requests: _____.

By signature below, I certify the above information to be true and correct. Any misrepresentation made in this application, intentional or otherwise, is valid grounds for permit denial both in the present and at all future times.

Signature _____

Date _____

(information sheet on page 3)



CITY OF SUGAR LAND
Special Events / Parade Permit - City Contacts

Gretchen Pyle, DRC Coordinator, Planning & Zoning Department (281) 275-2218

(Your contact for submitting Special Events/Parade Permit applications, relaying information to other departments regarding submittals, and issuing permits)

****APPLICATIONS CAN BE EMAILED TO GPYLE@SUGARLANDTX.GOV OR FAXED TO: (281) 275-2771**

Police Department - Operations Bureau

(281) 275-2510

Lt. Justin Joyce

(Your contact for traffic issues and hiring off-duty Police Officers)

Parks Department – Reservations

Jessica Luna (281) 275- 2881

Teresa Preza (281) 275- 2881

Fire Department

Fire Marshal Gerald Cullar (281)275-2856

Special permits and/or inspections (possibly fees) required for public use:

Temporary structures/tents of greater than 200 sq ft

Fireworks display (State License Required)

Public Education Captain Trent Herrod (281) 275-2859

Fire Department participation at events (including request for a fire truck)

Health Inspections (281) 275-2279

Ahsan Khan, R.S/R.E.H.S

Senior SanitarianCommunity and Environmental Services, 2700 Town Center Blvd. North, Sugar Land, TX 77479

281-275-2278 – Direct (281) 275-2771 – Fax Email: akhan@sugarlandtx.us

(Your contact for health permits, should you have any food or drinks that aren't pre-packaged and/or temperature-sensitive)

r:\public\special events\forms\special events permit.doc (updated 6/5/12)